



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 10, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-70

TO: All ISIS HR Agencies and Third Party Recipients of ISIS HR Payments

FROM: Jena W. Cary
Director

SUBJECT: Office Relocation

The Office of State Uniform Payroll (OSUP) will be moving to the new Claiborne Building. Effective June 24, 2002, our new physical location will be:

Suite 6-150
1201 N. Third Street
Baton Rouge, LA 70802

All garnishment correspondence requiring personal service and all deliveries must be made to this address. Our mailing address will remain the same: PO Box 94095, Baton Rouge, LA 70804-9095.

To accommodate the move, OSUP will be closed on Friday, June 21, 2002. Messages received via email or voice mail should be answered when our services are restored on Monday, June 24, 2002. If a specific staff member can not be reached, please refer to OSUP's website at http://www.doa.state.la.us/osup/osup_staff_list.htm for additional staff email addresses and phone/fax numbers.

JWC: